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**Derry Township School District
Board of Directors Meeting
April 29, 2019
Summary Minutes - XIX**

1. OPENING ITEMS

a. Call to Order

Minutes

Mrs. Sicher called the meeting to order at 7:08 pm

b. Roll Call

Members in Attendance: John Abel, Kathy Sicher, Donna Cronin, Lindsay Drew, Judy Haverstick, Maria Memmi, Lewis Shaw, Tricia Steiner, Terry Singer

Member Absent: None

Non-Voting Members in Attendance: Joe McFarland, Mike Frentz

Staff/Public in Attendance: Dan Tredinnick, Jason Reifsnyder, Dr. Stacy Winslow, Christine Drexler, Laurie Peterson, Tracy Brown

c. Flag Salute

d. Approval of Board of Directors Agenda

Approval of the April 29, 2019 Derry Township School District Board of Directors Agenda.

Minutes

Following a motion by Mrs. Memmi and a second by Dr. Cronin the agenda for the evening's meeting was approved.

Vote Results

| | | |
|------------------|---|---|
| Yea: | 9 | John Abel, Donna Cronin, Lindsay Drew, Judy Haverstick, Maria Memmi, Lewis Shaw, Kathy Sicher, Terry Singer, Tricia Steiner |
| Nay: | 0 | |
| Abstain: | 0 | |
| Not Cast: | 0 | |

2. INFORMATIONAL AND PROPOSALS

a. Presentation: Dauphin County Technical School

Minutes

Dr. Peggy Grimm, Director of the Dauphin County Technical School, introduced Abigail O'Shell, a Derry Township junior enrolled in the Veterinary Assisting program at Dauphin County Technical School. Abigail spoke about her great experiences and opportunities offered to her by attending the Dauphin County Technical School

b. 322 Turf Field Replacement

Minutes

Mr. Govern spoke about the replacement of the turf on the 322 field.

c. President Communications

Minutes

Mrs. Sicher announced the Board met in Executive Session prior to this meeting and will also be meeting in Executive session after this meeting to discuss matters of personnel.

d. Recognition of Citizens (Agenda Items)

This is an opportunity for residents and taxpayers to address the Board on matters related to the agenda. Those who speak are asked to come to the microphone and state your name and address for the record. To provide other residents with an opportunity to speak, each speaker during the public comment portion is limited to five (5) minutes of speaking time once recognized and limited to one opportunity to address the Board during each of the public comment periods. If necessary, the Board may set a maximum time for the public comment portion of any meeting. Speakers are asked to review the protocol for addressing the Board which can be found at the sign in table prior to speaking. Those wishing to present private concerns or questions needing follow-up outside of the Board meeting are asked to fill out a contact card, which can be found at the podium. Completed cards may be turned in to members of the administration to facilitate a reply.

Minutes

The following citizens were recognized by the Board of Directors:

- None

e. Standing Committee Meeting Report**Minutes**

Mr. Singer reported that the Finance committee met prior to this evening's meeting and discussed the following:

- 2019-2020 Proposed Preliminary budget was reviewed with the committee members for the final time before taking to the full Board
- Vendor fair was discussed.

Mr. Singer reported that the Athletics and Activities committee met prior to this evening's meeting and discussed the following:

- Spoke about revisions to policy 122

f. Student Representatives' Report

As per Board Policy 004.1, the purpose of having two non-voting Student Representatives on the Board is to establish a communication link between the Board of School Directors and the student body of Hershey High School. The position will serve in presenting the students' viewpoints to the Board.

Minutes

Mr. Mongia and Miss Carrasco reported on activities that occurred in the District over the last two weeks.

g. Anticipated Agenda Items for the Next Board of Directors Meeting

The following items will be on the Agenda for the May 13, 2019 Public Board of Directors Meeting:

1. Approval of April 29, 2019 Board of Directors Summary Minutes
2. Presentation: Music Department
3. CAIU Agreement for School-Age Special Education Services

4. Approval of Team Athletics Physician Agreement
5. Approval of Mountain Bike Club Proposal
6. Request for the Use of Facilities
7. Personnel
8. Staff Development

Minutes

The anticipated agenda items for the May 13, 2019 Public Board Meeting were reviewed.

3. UNFINISHED BUSINESS

a. Granada Property

Minutes

Bid information received for the Granada Property project was reviewed.

4. CONSENT AGENDA ITEMS

The consent agenda contains routinely adopted items and items that normally do not require public deliberations on the part of the Board. A Board Member may pull items which will then be discussed and voted on separately.

Minutes

Ms. Drew requested that Item g for the Joy of Sports Foundation be pulled from the consent agenda to be voted on separately. Following a motion from Mrs. Memmi and a second by Dr. Cronin the consent agenda items were approved, with the exception of item g for Joy of Sports Foundation.

Vote Results

| | | |
|------------------|---|---|
| Yea: | 9 | John Abel, Donna Cronin, Lindsay Drew, Judy Haverstick, Maria Memmi, Lewis Shaw, Kathy Sicher, Terry Singer, Tricia Steiner |
| Nay: | 0 | |
| Abstain: | 0 | |
| Not Cast: | 0 | |

a. Approval of April 8, 2019 Summary Board of Directors Meeting Minutes

b. Approval of March 2019 Finance Report

1. The Treasurer's Report for the month ending March 31, 2019 is summarized as follows:

| | |
|--|----------------|
| General Fund Revenue | \$2,416,663.00 |
| General Fund Expenditures | 5,968,972.00 |
| Balance of Cash Plus Investments (Includes Capital Reserve) | 32,449,619.00 |

2. The listed schedule of investment transactions for the period beginning March 1, 2019 through March 31, 2019, has total interest earnings of \$27,826.00 comprised of the following:

| | |
|-----------------|-----------|
| General Fund | 23,805.59 |
| Capital Reserve | 3,761.66 |

Granada Property

258.87

The average interest rate for March 2019 was .97%

3. The March 2019 expenditures for the paid bills for all funds total \$1,839,282.00 excluding net payroll, retirement contributions, and debt service.
4. The April 2019 expenditures for the unpaid bills for all funds total \$773,230.00 excluding net payroll, retirement contributions, and debt service.
5. Estimated expenditures of the General Fund for the month of April 2019 are in the following amounts:

| | |
|-----------------------------------|----------------|
| Operating Expenses | \$1,000,000.00 |
| Utilities | 112,300.00 |
| Net Payroll (2 pays) | 1,446,661.00 |
| Employer Provided Insurance | 421,400.00 |
| Payroll Deductions | 747,000.00 |
| Employer Payroll Taxes (FICA/RET) | 176,000.00 |
| Debt Service | <u>0</u> |
| Total Estimated Expenditures | \$3,906,361.00 |

c. Approval of Field Trip/Excursion - Hershey Cheerleading - July 2019

The Administration recommends the approval of the proposed overnight field trip/excursion as listed:

| | |
|--|---|
| Group: | Hershey Cheerleading |
| Number of Participating Students: | 40 |
| Grade Level: | 9-12 |
| Destination: | Rowan University Glassboro, NJ |
| Purpose: | National Cheerleading Association Summer Camp |
| Depart: | July 12, 2019 |
| Return: | July 15, 2019 |
| Trip Leader: | Kelly Viozzia-Gjurich |

The District reserves the right to cancel the excursion based on events that could pose a heightened safety or security risk.

d. Approval of Textbook

The Administration recommends the approval of the following textbook for use in the 2019-2020 school year.

| | |
|-------------------------|----------------|
| High School | |
| Curricular Area: | Social Studies |

| | |
|------------------------|-------------------------------------|
| <i>Subject/Course:</i> | AP US History |
| <i>Grade Level(s):</i> | 11-12 |
| <i>Title:</i> | <i>American History, AP Edition</i> |
| <i>Publisher:</i> | McGraw Hill |
| <i>Author:</i> | Brinkley |
| <i>Copyright:</i> | 2017 |

The textbooks were reviewed and approved at the April 8, 2019 Curriculum Council meeting. The funding for the recommendation is included in the 2019-2020 curriculum budget.

e. Approval of Thirty-Day Review of Policies

The Administration recommends the approval of a Thirty-Day Review of the following policies of the Derry Township School District Policy Manual:

- 317 Conduct/Disciplinary Procedures
- 623.1 Tax Increment Financing
- 707 Use of School Facilities

The policies will be on display in the following locations: Hershey Public Library, District Office, and the Derry Township School District Website.

f. Requests for the Use of School Facilities

The Administration recommends the approval of the following Requests for the Use of School Facilities:

Group: Hershey Blaze Track Club

Date/Time: Sunday
May 12, 2019
9:00 a.m. - 1:00 p.m.

Requested Facility: Turf Football/Track Field, Concession Stand, Restrooms

Event: Youth Track Meet

Fee: Turf Football/Track Field: \$35.00/hour (Approximately \$140.00)
Turf Field Manager: \$42.41/hour (Approximately \$169.64 if needed - Coach Kevin Stover will be there to help)

Total Approximate Cost: \$309.64

Group: Hershey Soccer Club

Date/Time: Saturday
May 18, 2019
4:30 p.m. - 9:00 p.m.

Saturday
May 25, 2019
June 8, 2019
June 15, 2019

2:00 p.m. - 9:00 p.m.

Sunday

May 26, 2019

2:00 p.m. - 6:30 p.m.

Wednesday

June 12, 2019

5:00 p.m. - 9:30 p.m.

Requested Facility: 322 Turf Field

Event: Hershey FC Men's NPSL, Women's WPSL Games

Fees: Turf Field: \$25.00/hour (Approximately \$1,207.50)
Turf Field Manager: \$42.41/hour (Approximately \$1,463.15)
Custodian: \$39.95/hour (Approximately \$1,378.28)
Total Approximate Cost: \$4,048.93

Group: **The Goddard School (Hershey)**

Date/Time: Thursday
June 6, 2019
4:30 p.m. - 7:30 p.m.

Friday
June 7, 2019
4:30 - 8:30 p.m.

Requested Facility: Elementary School MPR

Event: PreK and Kindergarten Graduation Practice and Ceremony

Fee: Multi-Purpose Room: \$35.00/hour (Approximately \$245.00)
Custodian: \$39.95/hour (Approximately \$279.65 If Needed)
Total Approximate Cost: \$524.65

Group: **Hershey Blaze Track Club**

Date/Time: Sunday
June 23, 2019
9:00 a.m. - 2:00 p.m.

Requested Facility: High School Turf Football/Track Field
Concession Stand, Restrooms

Event: Hershey Blaze Trackfest

Fees: Custodian: \$39.95/hour (Approximately \$199.75 if needed)
Turf Field: \$35.00/hour (Approximately \$175.00)
Turf Field Manager: \$42.41/hour (Approximately \$212.05 if needed - Coach Kevin Stover will be there to help)
Total Approximate Cost: \$586.80

Group: Hershey Blaze Track Club

Date/Time: Thursday
July 19, 2019
6:00 p.m. - 8:00 p.m.

Requested Facility: High School Turf Football/Track Field
Concession Stand, Restrooms

Event: Hershey Blaze Chocolatetown Invitational Youth Track Meet

Fees: Turf Field: \$35.00/hour (Approximately \$70.00)
Turf Field Manager: \$42.41/hour (Approximately \$82.82 if needed - Coach Kevin Stover will be there to help)
Total Approximate Cost: \$154.82

g. Requests for the Use of School Facilities with Waiver

The Administration recommends the approval of the following Requests for the Use of School Facilities with waiver:

Group: Hershey Soccer Club

Date/Time: Wednesdays
May 15, 2019
June 19, 2019
July 17, 2019
August 21, 2019
September 18, 2019
October 16, 2019
November 20, 2019
January 15, 2020
February 19, 2020
March 18, 2020
April 15, 2020
May 20, 2020
7:00 p.m. - 9:30 p.m.

Requested Facility: Middle School LGI

Event: Board of Directors Meeting

*** Fee:** * LGI: \$35.00/hour (Approximately \$1,050.00)
Total Fees: Approximately \$1,050.00
* Request for Waiver of all Fees: Approximately \$1,050.00
See attached letter

Group: Hershey Wrestling Booster Club

Date/Time: Thursday
May 16, 2019

5:00 p.m. - 8:30 p.m.

Requested Facility: High School gym, wrestling room, girls locker room

Event: Oklahoma University Wrestling Clinic

** Fees:*

- * Gym: \$80.00/hour (Approximately \$280.00)
- * Matt Room: \$80.00/hour (Approximately \$280.00)
- * Locker Room: \$25.00/hour, per room (Approximately \$87.50)

Total Fees: Approximately \$647.50

* Request for Waiver of all Fees: Approximately \$647.50

See attached letter

Group: PA Scholastic Football Coaches Association/Big 33

Date/Time: Thursday
May 23, 2019
5:00 p.m. - 8:00 p.m.

Friday
May 24, 2019
1:00 p.m. - 5:30 p.m.

Saturday
May 25, 2019
8:00 a.m. - 5:00 p.m.

Sunday
May 26, 2019
10:30 a.m. - 8:00 p.m.

Monday
May 27, 2019
10:00 a.m. - 11:30 a.m.

Requested Facility: High School Gym, Boys Team Locker Room, Health Rooms B003 & B004, Cafeteria (no kitchen access), Turf Football Field

Event: Big 33 Football Events

** Fees:*

- * Gym: \$80.00/hour (Approximately \$1,720.00)
- * Boys Team Locker Room: \$25.00/hour (Approximately \$500.00)
- * Health Rooms B003 & B004: \$25.00/hour/room (Approximately \$1,850.00)
- * Cafeteria: \$55.00/hour (Approximately \$1,017.50)
- * Turf Football Field: \$35.00/hour (Approximately \$647.50)
- Custodial: \$39.95/hour (Approximately \$1,198.50)

Total Fees: Approximately \$6,933.50

* Request for Waiver of all fees with the exception of Custodial Fees: Approximately \$5,735.00

See attached letter

Group: Hershey Girls Basketball Booster Club
Date/Time: Monday - Thursday
June 17-20, 2019
9:00 a.m. - 12:30 p.m.
Requested Facility: Middle School Gym
Event: Annual Summer Youth Skills Camp - 3rd - 8th Grade Girls
*** Fee:** * Gym: \$80.00/hour (Approximately \$1,120.00)
* Request for Waiver of facility fees: Approximately \$1,120.00
See attached letter

Group: Hershey Boys Basketball Boosters
Date/Time: Monday - Thursday
June 17-20, 2019
July 8-11, 2019
9:00 a.m. - 3:00 p.m.
Requested Facility: High School Gym
Middle School Gym
ECC Gym
Event: Boys Basketball Camp - Grades 1st - 9th
***Fee:** *Gym: \$80/00/hour (Approximately \$15,360.00)
* Request for Waiver of facility fees: Approximately \$15,360.00
See attached letter

Group: Joy of Sports Foundation
Dates/Time: Monday
June 24, 2019
8:30 a.m. - 3:00 p.m.
Wednesday
June 26, 2019
8:30 a.m. - 2:30 p.m.
Requested Facility: Middle School Gym, Memorial Field/Cinder Track, Memorial
Field Tennis Courts
High School Turf Field /Track, Football Field
Event: Sports Sampling Camp
Fees: Gym: \$80.00/hour (Approximately \$360.00)
Memorial Field/Cinder Track: \$25.00/hour (Approximately
162.50)

Memorial Field Tennis Courts: \$25.00/hour (Approximately \$62.50)
 Turf Field: \$35.00/hour (Approximately \$210.00)
 Turf Field Manager: \$42.41/hour (Approximately \$254.46 - if needed)
 Total Approximate Cost: \$1,049.46
 * Request for Waiver of all fees: Approximately \$1,049.46
See attached letter

Minutes

Following a motion by Dr. Cronin and a second by Mrs. Memmi the Request for use of Facility with Waiver by the Joy of Sports Foundation was approved.

Vote Results

| | | |
|------------------|---|---|
| Yea: | 8 | John Abel, Donna Cronin, Judy Haverstick, Maria Memmi, Lewis Shaw, Kathy Sicher, Terry Singer, Tricia Steiner |
| Nay: | 0 | |
| Abstain: | 1 | Lindsay Drew |
| Not Cast: | 0 | |

h. Announcement of Staff Development Conferences

| | |
|-----------------------|---|
| Staff Member: | Gregory Woodbridge |
| Conference: | PMEA All State Festival |
| Location: | Pittsburgh, PA |
| Dates: | April 3 - 4, 2019 (Retroactive) |
| Expenses: | \$671.88 |
| | |
| Staff Member: | Joseph Farrell |
| Conference: | AP Music Theory Summer Institute |
| Location: | Gulf Coast State College Panama City, FL |
| Dates: | June 19-22, 2019 |
| Expenses: | \$2,700.00 |
| | |
| Staff Members: | Elizabeth Blosky, Amy Licata |
| Conference: | Thirst Project Legacy Summit |
| Location: | Pepperdine University Malibu, CA |
| Dates: | July 19-21, 2019 |
| Expenses: | \$700.00 (each) |

| | |
|----------------------|---|
| | |
| Staff Member: | Donna Spangler |
| Conference: | Learning Forward Academy |
| Location: | Boston, MA |
| Dates: | July 19-21, 2019 |
| Expenses: | \$5,626.00 |
| | |
| Staff Member: | Deirdre Stalnecker |
| Conference: | PA Autism Conference |
| Location: | Philadelphia, PA |
| Dates: | August 5-8, 2019 |
| Expenses: | \$845.00 |
| | |
| Staff Member: | Barbara Clouser |
| Conference: | Art of Coaching - Core Collection Sampler |
| Location: | Philadelphia, PA |
| Dates: | August 7-9, 2019 |
| Expenses: | \$2,325.00 |
| | |

5. NEW BUSINESS

a. Resolution Supporting Senate Bill 34 and House Bill 526 for School Districts Providing Their Own Cyber Learning Programs

Resolution Supporting Senate Bill 34 and House Bill 526 for School Districts Providing Their Own Cyber Learning Programs By the Board of Directors of the Derry Township School District

WHEREAS, the Commonwealth is the sole authorizer of cyber charter schools, yet the tuition costs for students attending these schools are borne by school districts and local taxpayers; and

WHEREAS, the majority of cyber schools have consistently placed in the bottom 5% for educational performance in the state; further, graduation rates of cyber charters are consistently and substantially below state average; and

WHEREAS, a growing number of school districts across the state are responding to the need to successfully operate high-quality, full-time cyber education programs within their traditional district programs that provide

flexibility and personalized options as a choice for students and families; and

WHEREAS, school district cyber programs include rigorous curriculum aligned with the state academic standards and taught by appropriately certified teachers; and school districts can provide their cyber education students with regular and special education instruction and services, tutoring, career counseling and other support as necessary; and students may graduate in district ceremonies and receive a district diploma; and

WHEREAS, the current funding formula for cyber charter schools is based on school district expenditures with no relationship to the actual instructional costs; and

WHEREAS, the Derry Township School District's cyber charter school expenditures for the past 3 years reflect extraordinary costs that were borne by its taxpayers as follows:

| Fiscal Year | Regular Ed Tuition Paid by the District to Cyber Charter Schools | Special Ed Tuition Paid by the District to Cyber Charter Schools | Total Tuition Paid by the District to Cyber Charter Schools |
|----------------------------------|---|---|--|
| 2015-16 | \$435,701.65 | \$186,729.00 | \$622,430.61 |
| 2016-17 | \$312,608.22 | \$93,890.05 | \$406,498.27 |
| 2017-18 | \$400,266.00 | \$124,356.58 | \$524,582.58 |
| (anticipated) 2018-19 | \$379,263.00 | \$131,545.00 | \$510,808.00 |

WHEREAS, school districts that operate high-performing cyber programs can do so at significantly reduced costs, enabling them to retain critical funding in the district for the benefit of all students; and

NOW THEREFORE, BE IT RESOLVED that the Derry Township School Board supports Senate Bill 34 and House Bill 526 to eliminate the diversion of a public school district's tax revenues and education subsidy to cyber charter schools not operated by the local public school district.

BE IT FURTHER RESOLVED that a copy of this resolution be submitted to the elected senators and representatives of the Derry Township School District in the General Assembly, and to the Governor of Pennsylvania. Adopted this _____ day of _____, 2019.
Signed,

School Board President

Board Secretary

Minutes

Following a motion by Mr. Singer and a second by Mrs. Steiner the Resolution Supporting Senate Bill 34 and House Bill 526 for School Districts Providing Their Own Cyber Learning Programs was approved.

Vote Results

| | | |
|------------------|---|---|
| Yea: | 9 | John Abel, Donna Cronin, Lindsay Drew, Judy Haverstick, Maria Memmi, Lewis Shaw, Kathy Sicher, Terry Singer, Tricia Steiner |
| Nay: | 0 | |
| Abstain: | 0 | |
| Not Cast: | 0 | |

b. Approval of Bid - Hershey Elementary Gym HVAC

The Administration recommends the Board award the bid for Gym HVAC units at the Hershey Elementary School to Leibold, Inc. in the amount of \$124,800.

Minutes

Following a motion from Mrs. Memmi and a second by Ms. Drew the bid for Gym HVAC units at Hershey Elementary School was awarded to Liebold, Inc. in the amount of \$124,800.

Vote Results

| | | |
|------------------|---|---|
| Yea: | 9 | John Abel, Donna Cronin, Lindsay Drew, Judy Haverstick, Maria Memmi, Lewis Shaw, Kathy Sicher, Terry Singer, Tricia Steiner |
| Nay: | 0 | |
| Abstain: | 0 | |
| Not Cast: | 0 | |

c. Approval of Granada Chiller Replacement

The Administration recommends the Board award the bid for replacement of the chiller at Granada to Leibold, Inc. in the amount of \$51,575.00.

Minutes

Following a motion by Mrs. Memmi and a second by Ms. Drew the Board awarded the bid for chiller replacement at Granada to Leibold, Inc. in the amount of \$51,575.

Vote Results

| | | |
|------------------|---|---|
| Yea: | 9 | John Abel, Donna Cronin, Lindsay Drew, Judy Haverstick, Maria Memmi, Lewis Shaw, Kathy Sicher, Terry Singer, Tricia Steiner |
| Nay: | 0 | |
| Abstain: | 0 | |
| Not Cast: | 0 | |

d. Granada Property - Bid Rejection

The Administration recommends the Board reject all bids received for the Granada Property Project and approve the Administration to work with Warehaus, LLC to rework the bid specifications.

Minutes

Following a motion by Dr. Shaw and a second by Mrs. Memmi the Board rejected all bids received for the Granada Property renovation project and approve the Administration to work with Warehaus, LLC to rework the bid specifications.

e. Approval of In-Service/Workshop Speaker Agreements

The Administration recommends the Board approve the listed In-Service/Workshop speaker agreements:

| Speaker | Date of Workshops | Cost |
|---|-------------------|------------|
| YWCA Lisa Cameron David Nice | August 6, 2019 | \$2020.00 |
| YWCA Lisa Cameron David Nice | October 15, 2019 | \$ 750.00 |
| SVO Fitness Shawn V. O'Brien | October 15, 2019 | \$1,500.00 |
| M Squared Consulting Marnie Aylesworth | October 15, 2019 | \$ 850.50 |

Minutes

Following a motion by Mrs. Steiner and a second by Mrs. Memmi the Board approved the listed In-Service/Workshop speaker agreements.

Vote Results

| | | |
|------------------|---|---|
| Yea: | 9 | John Abel, Donna Cronin, Lindsay Drew, Judy Haverstick, Maria Memmi, Lewis Shaw, Kathy Sicher, Terry Singer, Tricia Steiner |
| Nay: | 0 | |
| Abstain: | 0 | |
| Not Cast: | 0 | |

f. Personnel - Resignations/Termination

The Administration recommends the approval of the following resignations/termination:

Classified:

Billich, Franklin

Custodian

Middle School

Reason: Retirement

Effective: 07/26/2019

Crumlich, Scott

Custodian

Elementary School

Reason: Termination

Effective: 04/30/2019

Eckert, Terry

Bus Driver

District-wide

Reason: Personal
Effective: 04/16/2019 (retroactive)

Hay, Margaret

High School
General Food Service Worker
Reason: Personal
Effective: 04/18/2019 (retroactive)

Mueller, Kristen

Nurse Assistant
Middle School
Reason: Personal
Effective: 06/07/2019

Silar, Gretchen

General Food Service Worker
Middle School
Reason: Personal
Effective: 05/06/2019

Minutes

Following a motion by Dr. Cronin and a second by Ms. Drew the Personnel - Resignation items were approved.

Vote Results

| | | |
|------------------|---|---|
| Yea: | 9 | John Abel, Donna Cronin, Lindsay Drew, Judy Haverstick, Maria Memmi, Lewis Shaw, Kathy Sicher, Terry Singer, Tricia Steiner |
| Nay: | 0 | |
| Abstain: | 0 | |
| Not Cast: | 0 | |

g. Personnel - General

1. The Administration recommends the approval of the following appointment:

Transfer of Classified Staff:

Agee, Michele*

From: Administrative Assistant
High School
To: Administrative Assistant to the Superintendent (replacing Linda Lehrian) (Act 93)
District Office
Salary: \$52,000
Effective: 07/01/2019

*** This individual is currently an employee. Clearances are on file.**

Minutes

Following a motion by Ms. Drew and a second by Dr. Cronin the Personnel General item was approved.

Vote Results

| | | |
|------------------|---|---|
| Yea: | 9 | John Abel, Donna Cronin, Lindsay Drew, Judy Haverstick, Maria Memmi, Lewis Shaw, Kathy Sicher, Terry Singer, Tricia Steiner |
| Nay: | 0 | |
| Abstain: | 0 | |
| Not Cast: | 0 | |

6. DELEGATE REPORTS

a. CAIU

Minutes

Ms. Memmi attached her report for the CAIU.

b. HACC

Minutes

Dr. Shaw attached his report for the Harrisburg Area Community College.

7. SPECIAL REPORTS

a. Board Members' Report

Minutes

Mrs. Steiner reported that she and Mr. McFarland attended Advocacy day and met with Representative Mehaffie and Senator Di'Santo. Mrs. Steiner also reported on the Better Together Derry Township first steering committee meeting.

Dr. Cronin reported that part 2 of the Star program occurred last week.

b. Superintendent's Report

Minutes

Mr. McFarland provided the following report to the Board:

- Congratulations to first grade teacher, Caitlin Clark on receiving a PAsmart grant for her Coding in First Grade Mini-Grant submission. As part of the grant, Ms. Clark will receive four days of Apple's Everyone Can Code professional learning, four 9.7 inch iPads and four Logitech Crayons.
- Congratulations to fifth grader, Caleb Tinsely, who was honored last Thursday at the Hershey Story's Business Partner in Education Annual Breakfast for his first place writing in the junior fiction category of the 19th annual History contest for Young Writers. His piece, titled, "Battling for Glory: My Time with Alexander the Great" was selected from many writing pieces submitted across the mid-state region. We are incredibly proud of Caleb!
- Congratulations to the entire cast, crew, and pit of HHS Theatre's spring musical "Anything Goes" for earning nominations or Honorable Mentions in almost every category in Hershey Theatre's 2018-2019 Apollo Awards! The show, as a whole, earned nominations for Outstanding Student Orchestra, Outstanding Dance Number, and Outstanding Musical. Special congratulations to Myah Koepfer for her nomination for Outstanding Lead Actress in a Musical and Patrick Gavazzi for his nomination for Outstanding Supporting Actor in a Musical. Congratulations as well to Tori Moss for earning an Honorable Mention for Outstanding Supporting Actress in a Musical and Tryston Morgan for garnering an Honorable Mention for Outstanding Supporting Actor in a Musical. Finally, congratulations to Brandon Kreiser for having earned the Spirit of the Theatre Award and to Josie Gawrys for earning the Achievement Award for their tireless work behind-the-scenes. The Apollo Awards ceremony will be held Sunday, May 19.

c. Board President's Report

Minutes

Mrs. Sicher reminded all Board members to complete the ballot for the Dauphin County Technical School 2019-2020 Budget.

8. RECOGNITION OF CITIZENS

This is an opportunity for residents and taxpayers to address the Board on matters related to the agenda or matters of District Governance not on the agenda. Those who speak are asked to come to the microphone and follow the same guidelines outlined at the initial public comment portion of our meeting.

Minutes

The following citizen was recognized by the of Directors:

- Laurie Peterson - Spoke about a Middle School musical club

9. ADJOURNMENT

Minutes

Following a motion by Dr. Cronin and a second by Mrs. Memmi the Board adjourned to post executive session at 8:27 pm.

Respectfully submitted,

Michael Frentz
Secretary to the Board
Approved May 13, 2019

Kathy Sicher
President of the Board of Directors

Derry Township School District
School Board Meeting
April 29, 2019

Please Sign in AND Print Your Name

Signature

Printed Name

Daniel B Tredinnick

Dan Tredinnick

Signature

Printed Name

Uma A. Diener

Signature

Printed Name

Laurie M Petersen

Laurie M Petersen

Signature

Printed Name

Tracy Brown

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**Resolution Supporting Senate Bill 34 and House Bill 526
for School Districts Providing Their Own Cyber Learning Programs
By the Board of Directors of the Derry Township School District**

WHEREAS, the Commonwealth is the sole authorizer of cyber charter schools, yet the tuition costs for students attending these schools are borne by school districts and local taxpayers; and

WHEREAS, the majority of cyber schools have consistently placed in the bottom 5% for educational performance in the state; further, graduation rates of cyber charters are consistently and substantially below state average; and

WHEREAS, a growing number of school districts across the state are responding to the need to successfully operate high-quality, full-time cyber education programs within their traditional district programs that provide flexibility and personalized options as a choice for students and families; and

WHEREAS, school district cyber programs include rigorous curriculum aligned with the state academic standards and taught by appropriately certified teachers; and school districts can provide their cyber education students with regular and special education instruction and services, tutoring, career counseling and other support as necessary; and students may graduate in district ceremonies and receive a district diploma; and

WHEREAS, the current funding formula for cyber charter schools is based on school district expenditures with no relationship to the actual instructional costs; and

WHEREAS, the Derry Township School District's cyber charter school expenditures for the past 3 years reflect extraordinary costs that were borne by its taxpayers as follows:

| Fiscal Year | Regular Ed Tuition Paid by the District to Cyber Charter Schools | Special Ed Tuition Paid by the District to Cyber Charter Schools | Total Tuition Paid by the District to Cyber Charter Schools |
|----------------------------------|---|---|--|
| 2015-16 | \$435,701.65 | \$186,729.00 | \$622,430.61 |
| 2016-17 | \$312,608.22 | \$93,890.05 | \$406,498.27 |
| 2017-18 | \$400,266.00 | \$124,356.58 | \$524,582.58 |
| (anticipated) 2018-19 | \$379,263.00 | \$131,545.00 | \$510,808.00 |

WHEREAS, school districts that operate high-performing cyber programs can do so at significantly reduced costs, enabling them to retain critical funding in the district for the benefit of all students; and

NOW THEREFORE, BE IT RESOLVED that the Derry Township School Board supports Senate Bill 34 and House Bill 526 to eliminate the diversion of a public school district's tax revenues and education subsidy to cyber charter schools not operated by the local public school district.

BE IT FURTHER RESOLVED that a copy of this resolution be submitted to the elected senators and representatives of the Derry Township School District in the General Assembly, and to the Governor of Pennsylvania.

Adopted this 29th day of April, 2019.

Signed,


School Board President


Board Secretary

CAIU BOARD HIGHLIGHTS

The following actions were taken at the **April 25, 2019** meeting held at the Enola Office of the Capital Area Intermediate Unit.

Reports/Updates

- The Board Spotlight was on Project Search. Ann Vacchiano, Pam Wilson, Tracey Snyder and several students from Project Search provided an overview on how the program works. They spoke about the application process and orientation. The program offers 20 different departments for the students to choose from. Students attend three 10-week long internships. The students run bi-monthly progress meetings, which provides an opportunity to brainstorm and discuss their interest in job development. Mentors are assigned to each student. A large part of the program is finding competitive employment and assisting the students through the interview process. Seven out of nine students are currently employed. Board Members are invited to attend the Project Search Graduation on May 23.
- Ms. Alicia McDonald, Director of Student Services reported on the 2019-20 Special Education plan. The CAIU works in conjunction with its member districts to operate a regional special education strategic plan. The plan details how the Core money is used and the requirements around these funds. The plan also includes Program Profiles, which provides details about our classrooms.
- Mr. Len Kapp, Supervisor of Operations and Transportation, reported that we are hosting several school safety trainings. Michael Dorn will be providing a training on May 28. All school districts have been invited at no cost. They are encouraged to send their administration teams, safety coordinators and school safety teams. Len provided an update on transportation. We are working hard to meet all of the school district requests. There is a driver shortage in our region. He provided a facilities update. His staff are in the midst of preparing for summer classroom moves and maintenance updates/repairs. Len shared his appreciation for those school districts that provide classroom space, which helps to keep the cost down.
- Ms. Theresa Kinsinger, Director of Organizational Services, reported on some of the changes happening in Human Resources with her departure. The Board wished Theresa well in her new position.
- Dr. Andria Saia reported for Brian Griffith, Director of Educational Services. She provided a report on the Mid-Atlantic Conference on Personalized Learning and the CAOLA conference. The conferences were very well attended and they received positive feedback. There will be an upcoming conference held in Georgia and Canada has requested that we bring the conference to their area. CAOLA continues to grow, currently over 120 schools are using CAOLA. Summer Camps are highlighted on our website.
- Mr. Dave Martin, Director of Technology Services, provided an update on AgendaManager. We are seeing a gradual increase. This year we've provided 40 demos, 12 trials and 9 have signed up. Five more have signed up for a trial account in the near future. As part of our Cyber Security plan, we recently held a Microsoft inTune training. It was very well attended by the districts. A regional training model has been developed to educate the end users on cyber security.
- Mr. Daren Moran, Business Manager, reported on the recent meeting of the Champions for Children Foundation Board. This 501c3 allows us to accept charitable donations. Upcoming fundraisers to support Champions for Children: May 17 - Bingo Fundraiser and July 23 - Golf Outing. The business manager's job alike group met yesterday and collaborated well on current issues. The Business Office is ramping up to close the year and have begun to prepare for the auditors.
- Ms. Rennie Gibson, Board secretary, reported that the annual CAIU board ballots will be sent out within the next week, we are waiting on one school district appointment.
- Dr. Andria Saia, Executive Director, highlighted the Project Search program and encouraged all to attend their upcoming graduation.

Executive Session – An executive session was held to discuss personnel matters.

Approved Action Items

- Approval of the minutes of the Capital Area Intermediate Unit Board of Directors' meeting of March 28, 2019.
- Treasurer's Report and Payment of Bills for March 2019 showing a total of \$6,053,310.27 in receipts and \$8,282,311.67 in expenditures
- Summary of Operations for March 2019 showing revenues of \$64,477,376.75 and \$56,943,879.80 in expenditures
- Budget Administration
 - Proposed 2018-2019 Budget Revision - CAMhP
 - Proposed 2018-2019 Budget Revision - Diakon Center Point
 - Proposed 2018-2019 Budget Revision - ELECT
 - Proposed 2018-2019 Budget Revision - Hospital Partial Program
 - Proposed 2018-2019 Budget Revision - Institutionalized Childrens Program
 - Proposed 2018-2019 Budget Revision - IDEA Section 611 - School Age
 - Proposed 2018-2019 Budget Revision - School-Age ACCESS
 - Proposed 2018-2019 Budget Revision - Student Services
- Other Fiscal Items
 - Proposed 2019-20 Student Services Fixed Rates
- Other Business Items
 - Contracts – April 2019
- Policies & Programs
 - Second Reading, Revised Policy #222 - Tobacco Use
 - Second Reading, Revised Policy #323 – Tobacco
 - First Reading, Revised Policy #810.1 - Drug & Alcohol Testing
 - First Reading, Revised Policy #707 - Use of IU Facilities
 - First Reading, Revised Policy #904 - Public Attendance at IU Event
 - First Reading, Revised Policy #104 - Nondiscrimination in Employment Practices
 - First Reading, Revised Policy #808 - Food Services
 - First Reading, Revised Policy #619 - Intermediate Unit Audit
 - First Reading, New Policy #810.2 - Transportation Video & Audio Recording
 - First Reading, New Policy #810.3 - School Vehicle Drivers
 - First Reading, Retirement of Policy #248
 - Proposed 2019-20 Student Services Master Calendar
 - Proposed 2019-20 Educational Services Consultant Calendar
 - Proposed 2019-20 Special Ed Plan
 - Proposed 2018-19 Calendar changes for ACT 80 days
- Job Descriptions
 - First Reading, Existing Position, Revised Description - Assistant Executive Director/Assistant to the Executive Director
 - First Reading, Existing Position, Revised Description - Human Resources Clerk
 - First Reading, Existing Position, New Description - Director of Business and Operations
 - First Reading, New Position, New Description - Instructional Technology Coach
 - First Reading, New Position, New Description - ANPS Social Worker
- Personnel Items – See Attached Report.

Executive Director's Report

- See attached written report.

President's Report

- Mrs. Jean Rice thanked the Board members for their attendance at this morning's meeting. She wished Theresa well in her next adventure. Mrs. Rice reminded the Board that the Executive Director evaluation is coming up soon.

Board Member Sharing of Information

- Dr. John Mallonee reported that the Newport SD recently held an open house for their cyber program. It was very well attended.

NEXT MEETING: Thursday, May 23, 2019, 8:00 a.m., Board Room, CAIU Enola Office

Personnel and Policies/Programs Highlights from the Capital Area Intermediate Unit Board of Directors' Meeting

A. RESIGNATIONS:

- **CARLOS MEDINA**, Mental Health Worker, Student Services Team, effective May 3, 2019. Reason: Personal.
- **GREGORY MILBRAND**, Assistant Executive Director, Administrative Team, effective April 19, 2019. Reason: Accepted a position with Cumberland Valley School District.
- **SUSAN ROTH**, Long Term Substitute Assistant Supervisor, Student Services Team, effective April 30, 2019. Reason: Accepted a position with Sylvan Heights Science Charter School.

B. RECOMMENDED FOR EMPLOYMENT OR CONTRACT:

- **ASHLEY HOFFER**, Program Secretary, Student Services Team, base salary of Range 4, \$32,000 for 12 months of service will be prorated based on the number days/hours worked through June 30, 2019. This is a replacement position funded through the CORE budget.
- **TIMOTHY KOHLER**, Technology Support Specialist I, Technology Team, base salary of Range 1, \$37,479.35 for 12 months of service will be prorated based on the number days/hours worked through June 30, 2019. This is a replacement position funded through the Data Processing/General Operating budgets.
- **GABRIELLE SEIDEL**, Paraeducator, base salary of HS+30, Step 1, \$18,253 for 189 days of service will be prorated based on the number days/hours worked with additional new hire days as required. This is a replacement position funded through the Deaf/Hard of Hearing budget.
- **CASEY STEPP**, Program Secretary, CAOLA Program, base salary of Range 4, \$33,150 for 12 months of service will be prorated based on the number days/hours worked through June 30, 2019. This is a replacement position funded through the CAOLA budget.

C. CHANGES OF STATUS:

- **LORI CASTLE**, from Long Term Substitute Teacher to Temporary Professional, Early Intervention Program, effective April 24, 2019. This is a new position funded through the MAWA budget.
- **CRYSTAL JENKINS**, from Penn Data Specialist, Student Services Team to Transportation Specialist, Administrative Team - Operations, effective July 1, 2019.
- **SHELLY RILAND**, Paraeducator, from active to inactive status due to her rescinding of acceptance of employment offer.

D. CHANGES OF SALARY:

E. LEAVES OF ABSENCE:

Executive Director's Report

April 25, 2019

PROGRAM SPOTLIGHT

Project Search prepares our students with disabilities for success in integrated, competitive employment. It's created through a partnership between the Office for Vocational Rehabilitation (OVR), CAIU, and Penn State Health Hershey Medical Center. Students participate in the program during their senior year with the expected outcome of year-round, non-

seasonal employment of at least 16 hours per week or more at the prevailing wage for the area/job.



NEWS

STUDENT SERVICES

Preschool

- April is Occupational Therapy Awareness Month. We are honoring our 26 occupational therapists for the excellent work they do with our preschooler and school age student in developing fine motor, daily living, and self-regulation skills.
- A Potty Training event sponsored by Early Intervention Connections, a partnership of Early Intervention Programs in Dauphin, Cumberland, and Perry counties and the CAIU took place on April 10 at the CAIU. Alison Mellott from JG Early Intervention Specialists led the discussion and shared techniques for 18 families.
- Terry Telep, Early Intervention Services, attended the Spring Leadership Meeting, in early April, focusing on current research and best practices to improve the quality of our early childhood services and experiences through the promotion of positive social-emotional development for all children and their families.
- On April 11, Terry Telep, attended a preschool networking session hosted by West Perry School District. Local preschool and daycare programs located in West Perry School District were in attendance.
- Barb Kline, Occupational Therapist, did a presentation for Newport Head Start parents. The topics were related to fine motor skills and the use of everyday items for practicing at home. There were nine parents and two administrators present.

School-Age

- Due to the level of district need, we are in the process of expanding classroom programs in Autism Support and CAMhP (Capital Area Mental Health Program) for the upcoming school year.
- Student enrollment at Diakon Center Point also continues to increase.
- Dr. Janilyn Elias is President-Elect for the Pennsylvania Association for Pupil Services Administrators (PAPSA) for the upcoming year.
- Administrators have conducting first and second round interviews for Teachers, Behavior Consultants, and Instructional Coaches. We have had a strong candidate pool and are looking forward to welcoming our new staff.
- We are in the process of finalizing our training plan for our trainers to rollout the English/Language Arts and Math curriculum for the 2019-2020 school year.

Student Services Upcoming Events

- May is Better Speech and Hearing Month. We will coordinate efforts to honor our speech language pathologists and audiologist with our school-age program.
- Spring Transition Meetings for children who transitioning into Kindergarten will occur on May 1 & 7 for children who are exiting preschool and entering school-age programming.

- May 3 @ 6-8 p.m. - Literacy Night Under The Stars at the John H. Frederick Field, Memorial Park, Mechanicsburg sponsored by Mechanicsburg School District.
- May 22 - Early Intervention Professional Development. Preschool staff will share the special projects that they worked on throughout the year as part of their professional learning communities.
- June 4 @ 5-8 p.m. - annual Early Intervention Family Carnival sponsored by Early Intervention Connections at Adventure Zone Playground in Mechanicsburg.

EDUCATION SERVICES

- On April 4, PA Intermediate Units 12, 13, and 15 hosted their **Third Annual Google Summit**. The summit was held at the Lincoln Intermediate Unit in New Oxford, PA and drew together nearly 100 enthusiastic educators. The daylong event featured Google Apps for Education promoting K-12 student learning. Participants were able to choose from a variety of sessions provided by classroom educators, instructional coaches/integrators, and administrators. There was also a Google Level 1 Certification session to prepare participants for the exam. The featured Keynote was Phil Vinogradov, Google EDU Professional Development Partner.
- On April 1-3, 28 educational leaders from the CAIU region were in Knoxville, TN to further their professional learning journey on **Micro-Credentialing and Digital Badging**. The group, led by Jill Neuhard, had an amazing learning experience with their new Tennessee friends from ten districts and the TN Department of Education! The collaboration sparked many critical conversations and laid the groundwork for future regional plans! This trip was made possible via one of *CAIU's Innovation Grants*.
- **Drone Education** - How do we prepare our students and expose them to using drones for data collection, geographic analysis, flight path planning, field operations, image analysis, 3-D model construction, & more. 21 educators came out to the Day of Drones held on April 10 at CAIU. Participants learned the basic operations of a Mambo Mission drone, drone safety and uses, components of the SOAR implementation model, and examples of how you can integrate drones into the curriculum. After taking flight, educators worked on creating projects and lessons that will motivate & engage students and to integrate STEM to solve real world problems.
- **CAOLA**
 - The Mid-Atlantic Conference on Personalized Learning was held on March 13-15, 2019 in Atlantic City, NJ. 173 people from CAOLA districts attended. They had access to over 25 CAOLA specific sessions but also an additional 75 Personalized Learning sessions. Feedback from the attendees was very positive. IU10 and IU19 each brought a non-member district to the conference as guests. After the conference, both districts have decided to join CAOLA.
 - CAOLA Advising - All six districts that used our advising services this year have agreed to renew for next year. One district is increasing their advising contract from one day a week to three days.
- Congratulations to the winners of our **Regional Media & Design Competition** who will advance to the State Media & Design Competition in May at Dickinson College.



High School

Animation- Katherine Tootchen and Lisa Wang, Hershey High School

Graphic Design & Logo- Tiffany Mai and Thasya Duong, Central Dauphin High School

Digital Movie- Owen Klinger, Carson Buffington, and Matt Reigle, Halifax High School

Web Page Design- Madison Richwine, Madelyn Hosey, and Jasmine Chan, Hershey High School

Programming- Chris Martin, Carlisle High School

Middle School

Animation- Tyler Kerstetter, St. Joseph School

Graphic Design & Logo- Adeline Woodward and Alexis Kuntz, St. Joseph School

Digital Movie- Ling Wu, Hershey Middle School

3D Design- Cohen Manges, Ethan Walter, and John Cicero, Mechanicsburg Middle School

Web Page Design- Faizaan Aziz and Taimur Ibrahim, Hershey Middle School

Programming- Viraj Singh, Eagle View Middle School

TECHNOLOGY SERVICES

- **Comprehensive Planning Team** - The Comprehensive Planning Team is preparing for three important submissions. By May 1, Phase 1 school districts will be submitting their Special Education Plans, by August 1, Charter schools will be submitting their Annual Reports and by September 1, non-designated Title I school-wide buildings will be submitting their School-wide Plans. The application developers are busy preparing the web application and trainers are communicating with the field and partnering with PDE to offer training for each of these plans. Our Google Site is updated frequently to reflect training opportunities, recorded training sessions, and resources for the field. Our team continues to send monthly newsletters through our Listserv to offer reminders, best practices, and tips and tricks for planning.
- **Network and Helpdesk Services** - The Technology Services staff has been working on multiple projects to enhance the efficiency of the CAIU and its member school districts. Some of the projects include:
 - Met with Susquenita SD to discuss our regional VoIP (Voice over IP phone system) solution. Their current system is nearing end-of-support.
 - Met with PASA (Pennsylvania Association of School Administrators) to discuss our Managed Services solution and see if we can meet their needs.
 - Received training along with the district cybersecurity planning team on CIS (Center for Internet Security) controls. These controls will be the guideline for our cybersecurity plan.
 - Moved the internal helpdesk to their new location and configured new network closets for changes in facilities at the Enola office.
 - Created a wireless site survey for the Simpson Library in Mechanicsburg. The team is now preparing a multi-floor plan for the library.
 - Identified and resolved technology authentications issues for LYDC students logging into the computers.
 - Provided training on April 16 on Microsoft Intune, which is a mobile device management solution. This type of solution allows district technology staff to manage computer devices on their network. Over 50 district technology staff members were present for this training.

NOTIFICATION of ACTIVITIES

- Attended Superintendent's conference, April 3-5, 2019
- Attended DCTS Board Meeting, April 10, 2019
- Attended Capital Areas Alliance meeting, April 12, 2019
- Attended meeting with David Volkman, PDE, April 17, 2019

UPCOMING ACTIVITIES Date Savers *(all Board members are invited to attend any and all)*

- April 29 – full day of safety training: Act 44 updates, tabletop exercises from Navigate Prepare
- May 8 - West Shore Consortium Prom at the West Shore Evangelical Free Church
- May 15 - Annual Major League Baseball Senators Event for CAIU School-age Classes
- May 16 - Tom Buskey Luncheon ~ Harmony Hall
- May 16 - Deaf/Hard of Hearing Graduation ~ Enola
- May 17 - Champions for Children Bingo ~ Enola
- May 23 - Project Search Graduation ~ Hershey Medical Center
- May 28 - Safety presentation by expert Michael Dorn
- May 30 - Hill Top and District-based Classroom Graduation ~ Enola
- July 23 - C4C Golf Outing

Teleconference Meeting of the Delegate Body of Harrisburg Area Community College
April 17, 2019 - 5:00 P.M.

Delegate Report

1) Harrisburg Campus and Midtown Center Updates

A. Midtown Center Update

The Harrisburg campus is currently in the process of developing plans to move out of the Midtown 2 building located at the corner of 3rd Street and Reilly Street in Harrisburg. The lease is ending on June 30, 2022 and the college has determined that it is not financially prudent to renew the lease or purchase the building. The building currently costs approximately \$3 million to operate annually. Over the next three years, the college will strategically relocate programs and integrate them into existing space on the Harrisburg campus. Moves will begin as early as the summer of 2019. In the meantime, the campus is working with a variety of external entities on potential subleases to help offset the ongoing costs related to the building. **There were no comments from the reps of involved high schools.**

B. Enrollment Data

The Harrisburg campus had budgeted enrollments for FY2018-19 to be 117,202 credit hours. This was a 2% decrease compared to the prior year budget. However, FY2017-18 actual enrollments ended lower than budgeted at 116,637 credit hours. As of February 28, 2019 enrollments for the Harrisburg campus in FY2018-19 are projected to be approximately 110,657 credit hours, which is down nearly 6% from the original budgeted amount. The majority of the decrease is attributed to students taking more classes online.

C. Fiscal Year 2018-19 Budget (see attached)

The Harrisburg campus has an approved budget of \$50.4 million for FY2018-19 that consists of a projected deficit of \$3 million. The approved budget includes revenues projections of \$47.9 million, which was slightly higher from the prior fiscal year. The budgeted revenue from tuitions, fees and contributions were lower than prior year, but transfers-in were budgeted higher. Enrollments were budgeted to be near flat as compared to the actual enrollments in FY2017-18 of 116,637. As of the February 28, 2019 financial statements, the campus is still projecting a deficit. The campus has been monitoring spending and continues to take action to control spending through various cost containment activities. As of February 28, 2019 the projected deficit is approximately \$5.9 million. Enrollments for first term of summer, fall, and spring semesters were 6% below budget. A significant portion of the decrease is a shift in enrollments from the physical campus to Virtual Learning. **This will be the third consecutive year with a budget deficit. The delegates were reminded that all community colleges in PA are experiencing declining enrollment due to what is presented as the economically counter-cyclical nature of community college enrollment.**

D. Fiscal Year 2019-20 Budget

At the writing of this agenda, the college was currently developing the budget for FY2019-20 and the budget is scheduled to be presented to the Board of Trustees in April. The budget being presented includes a college wide deficit of \$2.7 million. **The following have been implemented to mitigate the deficit: tuition increase for out of district students, no raises for employees above tier 1 and increasing the class size minimum to nine. The HACC Board of Directors reportedly will require a balanced budget for FY 2020-21**

E. School District Operating and Capital Outlay (see attached)

2) Comprehensive Capital Campaign

HACC and HACC Foundation continue the comprehensive fundraising campaign of \$14 million. The five-year comprehensive fundraising campaign, concluding in December 2020, is focused on four priorities:

- A. Cooper Student Center Renovations – A \$10 million project completed two years ago. This will be the primary fundraising focus for the upcoming year.
- B. Scholarships - \$2 million (Already exceeded goal)
- C. President's Fund for Excellence - \$1.5 million
- D. Emergency Assistance Funds - \$500,000 (Already exceeded goal)

3) Other

- A. Next meeting tentatively scheduled for Oct. 16, 2019 at 5 p.m. This meeting will be on-campus at the Harrisburg campus

HACC
PRELIMINARY MONTHLY FINANCIAL REPORT FOR THE MONTH ENDED: February 28, 2019
HARRISBURG CAMPUS CREDIT

| ENROLLMENTS | | | | | |
|---|---------------|------------|------------|-------------------------------|------------------------------|
| FY 2018-19 | | | | | |
| Type | Annual Budget | Budget YTD | Actual YTD | Actual YTD vs Budget YTD (\$) | Actual YTD vs Budget YTD (%) |
| Student Cr Hrs (Sponsored) | 53,039 | 49,009 | 39,346 | (9,663) | -20% |
| Student Cr Hrs (Non Spon) | 54,729 | 49,764 | 53,571 | 3,807 | 8% |
| Student Cr Hrs (Out of State) | 6,879 | 6,374 | 5,864 | (510) | -8% |
| Student Cr Hrs (College in the High School) | 2,555 | 2,555 | 2,376 | (179) | -7% |
| Total Student Cr Hrs | 117,202 | 107,702 | 101,157 | (6,545) | -6% |
| School District - Cr Hrs | 53,039 | 49,009 | 39,346 | (9,663) | -20% |

| | Annual Budget | Budget YTD | Actual YTD | Actual YTD vs Budget YTD (\$) | Actual YTD vs Budget YTD (%) |
|--|--------------------|-------------------|-------------------|-------------------------------|------------------------------|
| REVENUES | | | | | |
| Tuition - Sponsored Students | \$ 9,560,280 | \$ 8,713,239 | \$ 8,741,842 | \$ 28,603 | 0% |
| Tuition - Nonsponsored Students | 11,876,193 | 11,100,678 | 10,290,191 | (810,487) | -7% |
| Tuition - Out-of-State | 1,802,298 | 1,674,335 | 1,588,115 | (86,220) | -5% |
| Tuition - College in the High School | 191,625 | 188,521 | 169,780 | (18,740) | -10% |
| Tuition - Waivers and Discounts | (170,000) | (159,052) | (176,077) | (17,025) | -11% |
| Tuition - Dual Enrollment Waiver | (244,701) | (230,019) | (1,208,212) | (978,193) | -425% |
| Fees - Instructional | 3,903,234 | 3,565,214 | 3,452,615 | (112,599) | -3% |
| Comm of PA [Incl. base FTE plus Stipends] | 10,217,847 | 5,108,924 | 5,269,555 | 160,632 | 3% |
| School Districts | 2,952,819 | 1,620,212 | 775,494 | (844,718) | -52% |
| Other Income | 2,727,688 | 1,534,597 | 820,061 | (714,537) | -47% |
| Total Revenues Before Transfers In | 42,817,283 | 33,116,648 | 29,723,363 | (3,393,285) | -10% |
| Transfers In | | | | | |
| Fund Balance Allocation from Virtual | 3,530,035 | 2,353,357 | 2,353,357 | 0 | 0% |
| Harrisburg/Out of State Allocation | 440,256 | 293,504 | 293,504 | - | 0% |
| Facilities Support Staff Allocation | 35,000 | 23,333 | 23,333 | (0) | 0% |
| Facilities Allocation | 1,084,512 | 723,008 | 723,008 | - | 0% |
| Total Transfers In | 5,089,803 | 3,393,202 | 3,393,202 | (1) | 0% |
| Total Revenues & Transfers In | 47,907,086 | 36,509,850 | 33,116,565 | (3,393,285) | -9% |
| EXPENDITURES | | | | | |
| Wages [Includes 16 of 26 (staff) and 12 of 19 (faculty) pays] | 24,129,189 | 14,660,895 | 15,008,918 | (348,023) | -2% |
| Fringes | 9,781,490 | 5,663,483 | 5,174,001 | 489,482 | 9% |
| Total Payroll Expenditures | 33,910,679 | 20,324,378 | 20,182,919 | 141,459 | 1% |
| Operating Expenditures | | | | | |
| Insurance | 337,802 | 298,955 | 152,768 | 146,187 | 49% |
| Mailing Costs | 36,395 | 22,838 | 8,490 | 14,348 | 63% |
| Telecommunications | 60,872 | 39,396 | 32,769 | 6,628 | 17% |
| Utilities | 2,258,750 | 1,453,280 | 1,224,823 | 228,457 | 16% |
| Bad Debt | 442,700 | 295,133 | 295,133 | - | 0% |
| Miscellaneous Expenses (credit card fees, real estate taxes, etc.) | 237,852 | 121,685 | 154,440 | (32,755) | -27% |
| Library Expense | 103,500 | 60,403 | 55,564 | 4,838 | 8% |
| Supplies | 926,589 | 608,676 | 593,376 | 15,301 | 3% |
| Purchased Services | 459,812 | 275,749 | 281,327 | (5,577) | -2% |
| Advertising | 26,588 | 18,324 | 15,415 | 2,909 | 16% |
| Rentals/Leases | 2,788,068 | 2,183,894 | 2,102,294 | 81,600 | 4% |
| Repairs & Maintenance | 393,469 | 276,845 | 329,652 | (52,807) | -19% |
| Professional Fees | 251,899 | 153,356 | 135,494 | 17,862 | 12% |
| Meeting & Travel/Conf. Expenses | 90,653 | 51,219 | 55,246 | (4,027) | -8% |
| Total Operating Expenditures | 8,414,949 | 5,859,753 | 5,436,790 | 422,963 | 7% |
| Total Expenditures Before Transfers Out | 42,325,628 | 26,184,131 | 25,619,709 | 564,423 | 2% |
| Operating Transfers Out | | | | | |
| ACA | 8,055,759 | 5,370,506 | 5,370,506 | - | 0% |
| Total Operating Expenditures & Transfers Out | 50,381,387 | 31,554,637 | 30,990,215 | 564,423 | 2% |
| Net Operating Increase (Decrease) | (2,474,301) | 4,955,213 | 2,126,350 | (2,828,863) | |
| Non Operating Items | | | | | |
| Debt Service | 606,879 | - | - | - | n/a |
| Total Non Operating items | 606,879 | - | - | - | n/a |
| Net Change to Unrestricted Fund Balance | (3,081,180) | 4,955,213 | 2,126,350 | (2,828,863) | |
| Net Change to Fund Balance | (3,081,180) | 4,955,213 | 2,126,350 | (2,828,863) | |

HACC, Central Pennsylvani's Community College
School District Reimbursement
Operating and Capital Based on 2017 Sponsorship Agreement

| School District | PRIOR AGREEMENT | | | Act 1 Index of 2.4% | | |
|-------------------|---------------------|------------------------------|------------------------------|--------------------------------|--------------------------------|--------------------------------|
| | Fiscal Year 2016-17 | Fiscal Year 2017-18 (ACTUAL) | Fiscal Year 2018-19 (ACTUAL) | Fiscal Year 2019-20 (ESTIMATE) | Fiscal Year 2020-21 (ESTIMATE) | Fiscal Year 2021-22 (ESTIMATE) |
| | Operating | Capital | Total | Operating | Capital | Total |
| Craig Hill | \$ 186,800 | \$ 57,505 | \$ 244,305 | \$ 191,263 | \$ 63,735 | \$ 255,000 |
| Central Dauphin | \$ 819,200 | \$ 268,980 | \$ 1,088,180 | \$ 841,261 | \$ 275,793 | \$ 1,117,054 |
| Comberland Valley | \$ 405,600 | \$ 213,894 | \$ 619,494 | \$ 416,334 | \$ 215,124 | \$ 631,458 |
| Derry Township | \$ 172,800 | \$ 95,714 | \$ 268,514 | \$ 176,090 | \$ 97,697 | \$ 273,787 |
| East Pennsboro | \$ 170,000 | \$ 55,020 | \$ 225,020 | \$ 174,090 | \$ 57,697 | \$ 231,787 |
| Greenwood | \$ 32,800 | \$ 12,495 | \$ 45,295 | \$ 33,697 | \$ 12,697 | \$ 46,394 |
| Harrisburg | \$ 97,200 | \$ 16,669 | \$ 113,869 | \$ 99,597 | \$ 17,097 | \$ 116,694 |
| Herrington | \$ 168,800 | \$ 77,426 | \$ 246,226 | \$ 172,861 | \$ 80,955 | \$ 253,816 |
| Hochsprung | \$ 203,800 | \$ 81,543 | \$ 285,343 | \$ 209,406 | \$ 84,055 | \$ 293,461 |
| Middletown | \$ 129,200 | \$ 43,314 | \$ 172,514 | \$ 132,301 | \$ 44,444 | \$ 176,745 |
| Newport | \$ 41,200 | \$ 12,063 | \$ 53,263 | \$ 42,189 | \$ 12,697 | \$ 54,886 |
| South Middleton | \$ 76,000 | \$ 15,008 | \$ 91,008 | \$ 77,624 | \$ 15,697 | \$ 93,321 |
| Steele-Highspire | \$ 47,600 | \$ 10,520 | \$ 58,120 | \$ 48,724 | \$ 11,097 | \$ 59,821 |
| Stewartstown | \$ 233,200 | \$ 74,501 | \$ 307,701 | \$ 238,406 | \$ 77,697 | \$ 316,103 |
| Stewartstown | \$ 233,200 | \$ 74,501 | \$ 307,701 | \$ 238,406 | \$ 77,697 | \$ 316,103 |
| West Perry | \$ 116,400 | \$ 41,525 | \$ 157,925 | \$ 118,104 | \$ 42,724 | \$ 160,828 |
| West Shore | \$ 433,600 | \$ 171,517 | \$ 605,117 | \$ 444,006 | \$ 176,474 | \$ 620,480 |
| Williams Valley | \$ 28,400 | \$ 8,957 | \$ 37,357 | \$ 29,092 | \$ 9,097 | \$ 38,189 |
| Total | \$ 4,000,000 | \$ 1,500,000 | \$ 5,500,000 | \$ 4,000,000 | \$ 1,500,000 | \$ 5,500,000 |

* Compounded annually using Act 1 Base Index of 2.4% for FY2020, FY2021, and FY2022 will adjust each year as index becomes available